

**Branch /Agent Application**  
Jurisdiction-Specific Requirements



**MASSACHUSETTS FOREIGN TRANSMITTAL AGENCY LICENSE**

**Instructions**

1. Please read this document, as well as the instructions on the Uniform Money Services Business Branch/Agent Office Form (MSB3) and Uniform Money Services Business Biographical Statement & Consent Form (MSB2) carefully. Incomplete license application packages will not be accepted and will be returned to the applicant.
2. Each branch/agent location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form MSB3.
3. The License Fee is \$200.00 annually and is required to be paid after the Commissioner of Banks approves an application. Please do not remit the license fee with the application.
4. The License Application Investigation Fee is \$300.00 and is required to be submitted with the application. The Investigation Fee is NOT REFUNDABLE.
5. Below is a checklist detailing all application requirements. Please submit a complete application package to the address below:

*Massachusetts Division of Banks  
Attn: Licensing Unit  
1000 Washington Street  
Boston, MA 02118*

Applicant Legal Name: \_\_\_\_\_

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>BRANCH/AGENT APPLICATION FORM.</b> Submit a complete and notarized Uniform Money Services Business Branch/Agent Office Form ( <a href="#">FORM MSB3</a> ).
<input type="checkbox"/>	<input type="checkbox"/>	<b>INVESTIGATION FEE.</b> Remit a check for \$300.00, payable to the Commonwealth of Massachusetts, for the License Application Investigation Fee.
<input type="checkbox"/>	<input type="checkbox"/>	<b>FORM MSB2.</b> Submit a complete and notarized Uniform Money Services Business Biographical Statement & Consent Form ( <a href="#">Form MSB2</a> ) for the Branch/Agent Manager.

<input type="checkbox"/>	<input type="checkbox"/>	<b>AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE.</b> Provide an executed original copy of the <a href="#">CORI REQUEST FORM</a> , and a copy of the individual's government issued photographic form of identification, for the Branch/Agent Manager.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events or proceedings for any "Yes" answer to any of the "Disclosure Questions" on Forms MSB2 or MSB3.

**WHO TO CONTACT** – Contact Division of Banks licensing staff by phone at 617-956-1500 ext. 554 for additional assistance.

YOU ARE NOT AUTHORIZED TO ENGAGE IN FOREIGN TRANSMITTAL ACTIVITIES IN THE COMMONWEALTH OF MASSACHUSETTS UNTIL YOU HAVE OBTAINED LICENSURE IN MASSACHUSETTS.